22	System Administration		
KDE Contact (Data Steward)	Cheri Meadows	Updated	7/18/13
Description	Standardized information on schools and districts that forms a foundation for the KSIS. School calendar set up requirements for the school term. There is a new federal requirement that districts have their own policy on what student registry information will include per FERPA.		
Data Standard Reg sites, data use, etc.	KRS 158.060, KRS 158.070, KRS 159.035, 702 KAR 7:125, 702 KAR 7:140		
How is data used	Registry Information, mailing labels and reports Data Sharing between systems: CIITS, Assist, P20		
Noted Changes for current year			
Available Ad-Hoc & Reports			
Available Training	Resource: USPS Abbreviations Campus Community: District Information; School Information		

22A	District
Campus Path:	**System Administration | Resources | District Information**
Please enter all information using upper and lower case. This data is extracted by KDE for mailing labels and other reports and should be uniform across all districts.	

District Contact Information

First Name: Enter legal first name of the superintendent

Last Name: Enter legal last name of the superintendent

Phone: Enter the district office phone number - Format: (###) ###-####

Fax: Enter the district office fax number - Format: (###) ###-####

Email: Enter the email address of the superintendent

Mailing Address:

Use standard USPS abbreviations

PO Box: NO PUNCTUATION, upper and lower case

City: Enter the city of the *mailing* address

State: Enter the state of the *mailing* address (system defaults to KY)

Zip Code: Enter the zip code of the *mailing* address

Physical Address: use standard USPS abbreviations - NO PUNCTUATION, upper and lower case
- Court - Ct

- Road - Rd
- Avenue - Ave
- Street - St
- Boulevard - Blvd
- Parkway - Pkwy
- Highway - Hwy
- Route - Rt
- Lane – Ln
- Circle - Cir
- Place - Pl
- Drive – Dr

City: Enter the city for the *physical* address

State: Enter the state for the *physical* address (system defaults to KY)

Zip: Enter the zip code of district office's *physical* address

22B	School
Campus Path:	**System Administration	Resources	School**

Please enter all information using upper and lower case. This data is extracted by KDE for mailing labels and other reports and should be uniform across all districts.

Name:
Official school name (Contact KDE for a new school assignment and KDE will push down the name.)

Location Number:
KDE will create the location number and push down the number to your district.

School Type:
Use the drop down menu to select the school type (Elementary, High School, Middle School, etc.)

State Classification:
This is a locked field that is populated by Infinite Campus with information provided by KDE. If changes are needed, please contact KDE.

Phone: Enter the school's phone number -Format: (###) ###-####

Fax: Enter the school's fax number - Format: (###) ###-####

Principal: Enter full legal name of the school principal

Principal Email: Enter the email address of the school principal

Mailing Address (use standard USPS abbreviations)

PO Box: NO PUNCTUATION, upper and lower case

City: Enter the city of the school's *mailing* address

State: Enter the state of school's *mailing* address (system defaults to KY)

Zip Code: Enter the zip code of school's *mailing* address

Physical Address (use standard USPS abbreviations): NO PUNCTUATION, upper and lower case
- Court - Ct
- Road - Rd
- Avenue - Ave
- Street - St
- Boulevard - Blvd
- Parkway - Pkwy
- Highway - Hwy
- Route - Rt
- Lane – Ln
- Circle - Cir
- Place - Pl
- Drive – Dr

City: Enter the city of school's *physical* address

State: Enter the state of school's *physical* address (system defaults to KY)

Zip Code: Enter the zip code of school's *physical* address

FRYSC Center: Select the appropriate center from the dropdown box

Title I: Title I information is now contained in the School History section of this tab. See separate document for more information regarding Title I.

DEWITT ELEMENTARY SCHOOL (170) School History

Original Record

Program Participation

Title 1
Schoolwide Eligible - Targeted Assistance ▾

Title III ☐

USDA Programs

School Breakfast Program (SBP) ☐

National School Lunch Program (NSLP) ☐

Provision ▾

Provision Type ☐ SBP ☐ NSLP

Provision Base Year ▾

Provision End Year ▾

- Modified by: EASTER, NICK 05/31/2012 07:43

Targeted Assistance Eligible - No Program
Targeted Assistance Program
Schoolwide Eligible - Targeted Assistance
Schoolwide Eligible - No Program
Schoolwide Program
Not a Title I School

22C	Attendance Codes
Campus Path:	**System Administration	Attendance	Attendance Codes**

AttendanceExcuse Detail

*Code
AFD

*State Code
AFD:Armed Forces Day ▾

*Description
Armed Forces Day

Status
Absent ▾

Excuse
Excused ▾

Code: Enter the Attendance Code as it should appear in the drop down menu

State Code: Select the appropriate State Code from the drop down menu

Description: Enter the description of the Attendance Code

Status: Select the appropriate Status (Absent, Present) from the drop down menu

Note: Tardy should not be selected; KY attendance is based on minutes absent/present

Excuse: Select the appropriate Excuse (Excused, Unexcused, Exempt) from the drop down menu:

Armed Forces Day = **AFD;** Status = **Absent**; Excuse = **Exempt**
Armed Forces Rest and Recuperation = **AFR;** Status = **Absent**; Excuse = **Exempt**
Athlete Tournament Attendance = **ATA;** Status = **Present**; Excuse = **Exempt**
College Visit = **O:Other;** Status = **Absent**; Excuse = **Exempt**
Educational Enhancement Opportunity = **EHO;** Status = **Absent**; Excuse = **Exempt**
Field Trip = **O: Other;** Status = **Present;** Excuse = **Exempt**
Home Hospital = **O: Other;** Status = **Present**; Excuse = **Exempt**

Suspension = **S: Suspended** ; **Status** = Absent; Excuse = **Unexcused**

22D	Calendar
Campus Path:	System Administration | Calendar | Calendar | Calendar Tab

Name: Name of the calendar for the school

Start Date: Enter the start date of the fiscal year – ##/##/####

End Date: Enter the end date of the fiscal year - ##/##/####

Note: Date range should include all days in the calendar. Example; make-up days, professional days, etc.

Type: Choose Instructional from the dropdown menu

22E	Grade Levels
Campus Path:	System Administration | Calendar | Calendar | Grade Levels Tab

Grade Level Detail

Name (locked)

00

*Sequence Number

6

*State Grade Level Code

00: Kindergarten

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

0

Kindergarten Code

FDK:Full Day Kindergarten

Exclude from cumulative GPA/Rank calculations

☐

Exclude from state reporting

☐

Exempt from Assignment

☐

Standard Code (SIF code)

State Grade Mapping	
State Grade	Sequence #
14	0
95	1
96	2
97	3
98	4
99	5
00	6
01	7
02	8
03	9
04	10
05	11
06	12
07	13
08	14
09	15
10	16
11	17
12	18
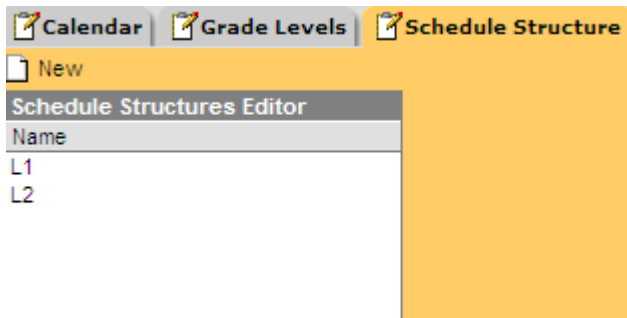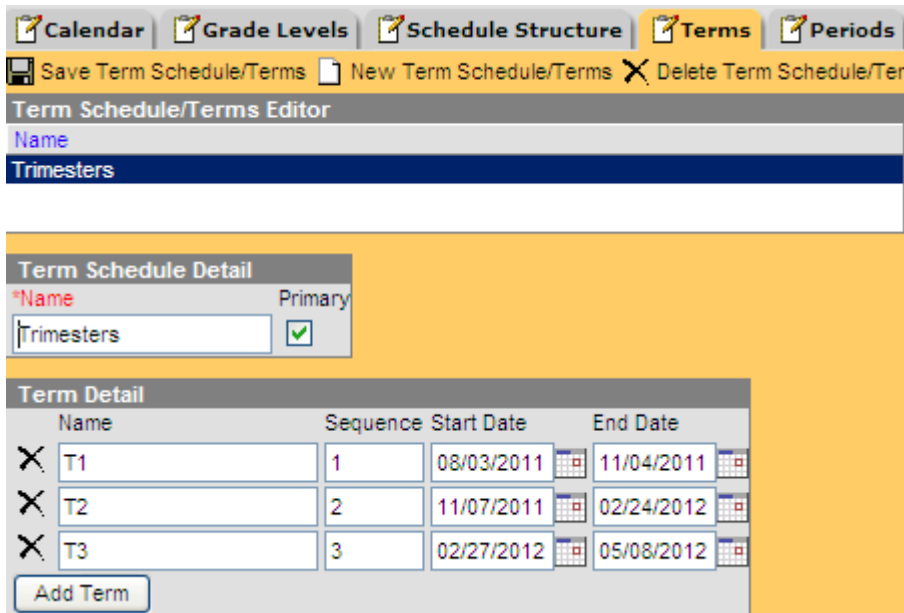
Name: Enter the grade name as you want it to appear i̶n̶ ̶t̶h̶e̶ ̶d̶r̶o̶p̶d̶o̶w̶n̶ ̶m̶e̶n̶u̶s̶

Sequence: Enter the sequence number as shown in the State Grade Mapping chart above.

State Grade Level Code: Verify each grade level is mapped to the appropriate state code.
This must be done for state reporting purposes.

Kindergarten Code: Select from the dropdown menu the type of Kindergarten offered at the school, if applicable. Options are Half-Day Kindergarten, Full-Day Kindergarten or Full and Half Day Kindergarten.

22F	Schedule Structure
Campus Path:	**System Administration	Calendar	Calendar	Schedule Structure**

Schedule Structure Editor: To add a Schedule Structure Click New and add Schedule Name

22G	Terms
Campus Path:	**System Administration	Calendar	Calendar	Terms**

Term Name: Enter name of Term Schedule

Term Detail: Enter name of Terms, Sequence, Start, and End Date. Terms must cover all instructional days in order for attendance reports to calculate correctly.

Data Standard – System Administration

22H	Periods
Campus Path:	System Administration	Calendar	Calendar	Periods

Period Schedule: Enter the name of Period Schedule

Period Info: Enter the Name, Sequence, Start Time, End Time, and Non Instructional Time, if applicable, for each period. Mark if the period is a Non Instructional Period, if applicable.

Standard Day Box: Periods, with the Standard Day box checked, determine the length of the school day used for attendance calculations. Instructional periods can be outside the standard day, for example night classes or early bird classes.

Note: Start Time and End Time should be consecutive between periods. Non instructional time includes time during the day for lunch, recess and passing time that is in excess of 5 minutes.

22I	School Months
Campus Path:	**System Administration | Calendar | Calendar | School Months**

School Month Editor (Attendance Months): Add school months. Enter beginning and ending date of school calendar months; total should equal 20 days, excluding days marked:

- Other (M)
- Weather (W)
- Break (K)
- Makeup (U)
- Closed Due to Illness (I)

Note: Month 10 date ranges need to include all days in the calendar, including makeup days.

22J	**School Days**
Campus Path:	**System Administration	Calendar	Calendar	Days**

Day Detail: Choose the day you want to edit and mark if the day is a School Day, Instruction Day, and/or Attendance Day

School Day, Instruction and Attendance checkboxes:
- For Opening (O), Closing (C), Teacher Equivalency (E), Professional Day (P), Holiday (H), Planning (G), and Disaster (D) days, only the School Day checkbox should be marked.
- For all days in which students are in attendance, the School Day, Instruction and Attendance checkboxes must all be checked
- For Closed Due to Illness (I), Weather Cancelled (W), Break (K), Makeup (U), and Other (M) days, none of the three checkboxes should be marked.

Start Time: Enter start time of shortened school day. **Note: Time should only be entered if start time is different from Period Schedule for that day (e.g. One-hour delay).**

End Time: Enter end time of shortened school day. **Note: Time should only be entered if end time is different from Period Schedule for that day (e.g. Early Dismissal).**

Duration: The duration will be calculated automatically from entries in the Start and End Time fields.

Day Events: To add a day event, choose Add Day Event and select the appropriate Event.

Non-attendance days: Opening (O), Closing (C), Teacher Equivalency (E), Professional Day (P), Holiday (H), Planning (G), Disaster (D), Closed Due to Illness (I), Weather Cancelled (W), Break (K), Makeup (U), Other (M)
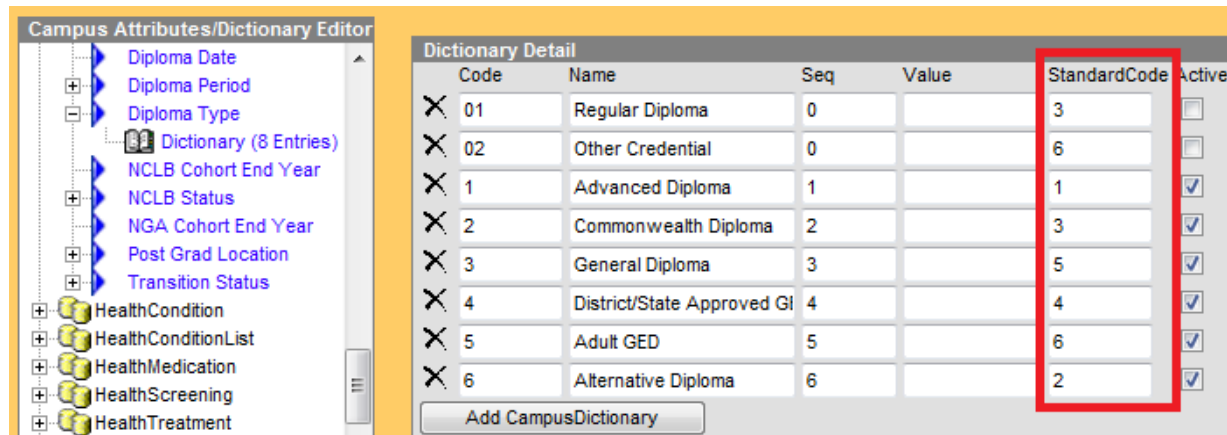
Attendance days: Regular (R), Low Attendance Weather SAAR (L)

22K	Diploma Codes
Campus Path:	**System Administration	Custom	Attribute Dictionary	Graduation	Diploma Types**

Local diploma types must be mapped to state diploma codes in order for the non-academic report to work correctly.

The State Diploma codes are:

Standard Code	Diploma Name
1	Advanced Diploma
2	Alternative Diploma
3	Commonwealth Diploma
4	District/State Approved Secondary GED
5	General Diploma
6	Adult GED (formerly listed as Secondary GED)

*Depending upon what type of other credentials are being used 6 may or may not be the correct code for **Other Credentials** (shown in screenshot).*